

# IMA-EURO Direct Report Garrison Validation Checklists

## Public Works Division, Housing Branch

**Location:**

**Date:**

**Overall Rating:**

Item	Green	Amber	Red
1.1 Has 1391 PAX Processor routing been updated to reflect new routing?			
1.2 Has the ISR reporting chain been changed?			
1.3 HOMES database management : Have Installation Name changes and reports been updated to reflect direct report garrison?			
1.4 Are Schedule 48 and 51 reports being submitted directly to HQ, IMA-EURO?			
1.5 Are exceptions to policies routed correctly to IMA-EURO?			
1.6 Are lease actions properly routed to IMA-EURO?			
1.7 Is the direct report garrison POC for housing renovation identified?			
1.8 Are beneficial occupancy dates (BOD) of AFH projects requiring appliances updated semi-annually to Logistics Division or Supply Management Center (SMC)?			
1.9 Are beneficial occupancy dates (BOD) of UPH projects requiring furniture or appliances updated semi-annually to IMA-EURO Logistics Division or Supply Management Center (SMC)?			
1.10 Has the nature of large-scale unit movements which exceed normal annual move-in and move-out requirements been forwarded to IMA-EURO Logistics Division or SMC?			
1.11 Has the local Real Estate Field Office been notified when new projects will require Title 10 approval for lease or lease renewal (9 months prior)?			
Inspector's Name, Signature, Position, Grade/Rank:			
Remarks:			

**Black font denotes substantive actions to be taken by IMCOM-EURO HQ.**

**Blue font denotes procedural checks to be performed by IMCOM-EURO HQ**